

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-166 Issue Date: 09-24-14 Closing Date: 10-03-14

**Data Control Technician
Enrollment
Department of Administration
Hourly Wage: \$11.41/Full-Time/Regular**

Responsible for the rapid and accurate operation of micro-computer; prepares statistical tables, combine and rearranges materials from different sources for various requests. Responsible for ensuring work is handled smoothly and efficiently.

Knowledge, Skills and Abilities:

- Knowledge of the operation and application of micro-computers.
- Ability to understand and execute oral and written instructions.
- Ability to perform repetitive work with skill and speed.
- Ability to establish and maintain effective working relations.
- Skill in use of computer equipment.

Examples of Work Performed:

- Performs other office task; assisting at the front window providing non-technical information or referring to proper person.

General Recruiting Indicators:

- One year of progressively data entry or word processing experience OR
- A combination of education and experience that would demonstrate the ability to perform the work.
- Prefer an enrolled Yakama with knowledge of the Yakama culture and traditions.
- Prefer Knowledge of INSYTE applications.
- Ability to pass a criminal background check (if applicable).
- Ability to pass a pre-employment drug and alcohol test.